

DATE: June 9, 2008

TO: Region Engineers
Region Delivery Engineers
TSC Managers
Resident/Project Engineers
Region Construction Engineers

FROM: Larry E. Tibbits
Chief Operations Officer

John C. Friend
Engineer of Delivery

SUBJECT: Bureau of Highway Instructional Memorandum 2008-11
Implementation of *ProjectWise*® Document Storage System
for Hot Mix Asphalt

MDOT, in conjunction with the Michigan Department of Information Technology (MDIT), has customized Bentley's document storage system for collection of hot mix asphalt (HMA) electronic documents. This will improve HMA data analysis, expand statewide accessibility, and provide a secure backup for project-related HMA documents.

The system, which utilizes Bentley's *Projectwise*® software, is currently operational. It is the intent of the department that all Percent Within Limits (PWL) worksheets for HMA mixtures placed and accepted under Frequently Used Special Provision 03SP504(C), with Federal Highway Administration approved dates of September 28, 2007 and October 17, 2007, for the 2008 construction season will be placed in the document storage system.

System Organization

For all project-related documents, the folder organization is as follows:

MDOTProjectwise/Documents/Region/TSC/Job Number/HMA

For non-project-related HMA documents, the folder organization is as follows:

MDOTProjectwise/Documents/Statewide Groups/HMA/independent folders

To gain read access, *Projectwise*® software must be installed on a computer and password security must be established through Heather VerHage, MDIT, at 517-373-0773 or VerHageH@michigan.gov.

System Management and Operation

To effectively incorporate HMA documents into the new system, each region selected an administrator and a backup who have been granted write access to their region folders. It is their responsibility to input PWL worksheets into the correct folders. To effectively manage the Statewide Groups' folders, several individuals at the Construction and Technology Division have been identified and granted write access. At present, the following individuals have write access.

Regions may request to have delivery/project engineers gain write access and input documents directly into the system through Curtis Bleech, HMA Operations Engineer.

<u>MDOT Location</u>	<u>Administrator</u>
Bay Region	Brian Ulman - primary Tammy Walderzak – backup
Grand Region	Jason Sundell – primary Dave Phillips – backup
Metro Region	Joe Muscat – primary Sharon Kolleth – backup Ann Gamicchia – backup
North Region	Tom Harriger – primary Steve Hagman – backup
Southwest Region	Phil Clapp - primary Greg Bills - backup
Superior Region	Julie Van Portfliet – primary Tom Gereau – backup
University Region	Steve Hawker – primary Randy Plascencia - backup
C&T	John Barak Marc Beyer Curtis Bleech Tim Crook Bob Pena Vicki Theis

All completed PWL worksheets for the above referenced projects must be placed in the system. PWL worksheets shall be input into the system no later than five working days after the

worksheet has been distributed to the contractor for a given lot of material. The worksheets shall contain at a minimum complete quality assurance HMA mixture and density lot test data. It is expected that as contractor quality control test results for the lot are received, the PWL worksheet will be updated and entered into the document storage system. The five-working-day timetable also applies to those lots that go through dispute resolution.

To further aid in file management and document identification, the following general file-naming convention shall be used for all project-related documents.

Job#_Mix Type_Mix Layer_Plant Name/Location_Form ID (1903B, 1903C, PWL worksheet, etc.)

Example

55555_5E3_Top Course_Saginaw Asphalt Crow Island_PWL worksheet

Oversight and management of the HMA database is the responsibility of Curtis Bleech, HMA Operations Engineer. He can be contacted at 517-322-1237.

Additional Information

For additional information and details on the system, a user guide has been developed and is located in *Projectwise®* at *MDOTProjectwise/Documents/Statewide Groups/ProjectWiseUser Guides*.

Chief Operations Officer

Engineer of Delivery

BOHD:C/T:SJP:kab

Index: Hot Mix Asphalt

cc:	C & T Division Staff	J. Polasek	M. DeLong
	M. Van Port Fleet	J. Reincke	J. Culp
	B. O'Brien	P. Collins	C. Rademacher
	P. Sebenick	G. Moore	K. Reincke
	T. Fudaly, FHWA	ACEC	APAM
	CRAM	MAA	MCA
	MCPA	MITA	MML